RECOMMENDATION FOR CHANGE BY WORKGROUP/DOMAIN SUBCOMMITTEE

Basic Information

Date of Approval:

Submittal Date:

Domain Team:

Team Leader:

Contact Information (phone, email):

Scope of the Change

Description

Provide a description of the change proposed, include the exact text of proposed or modified principle, version number or standard numbers, etc.

Priority and Time Frame

What is the priority of this change request? When do you anticipate making the change?

Architectural Impact

What is the impact on domain architecture and SCEA? What is the impact on other domains (if any)?

Financial Impact

What is the estimated financial impact of this change request? (Include TCO analysis when possible.)

Need or justification (may be more than one)

Please check off the reason for requesting the change and then provide a brief description. If there is more than one reason for requesting the change, describe them in decreasing order of importance. (Copy this ✔ and paste over the box)

- ❑ Domain team technology tracking activities
- ❑ Domain team gap analysis activities
- ❑ Agency project – Architecture consultation
- ❑ Agency ETA waiver/exception process

❑ Strategic planning and business planning (business drivers, *etc.*)
❑ Infrastructure implementation or proposed CIO service offering
❑ Changes to State or agency application portfolio(s)
❑ Other (please specify _____)

Summary of Research Performed

Type of Research
Please summarize the approach used to conduct the research (e.g., web or paper research, use of consultant services, agency experiences, hands-on research).

Scope of the research
Please describe the scope of the research. Indicate team members in this description.

What alternative standards or products were considered?

Outcomes Based on Evaluation Criteria

Evaluation Criteria
Describe the evaluation criteria to be used.

Results
Describe the results of the evaluation. If more than one standard or product was included in the evaluation, provide comparative results.

Recommendation(s)
Please choose the appropriate recommendation and provide details or justifications as required.
YES – change the domain architecture and associated documents
Provide the exact text of the proposed change.

Domain architecture principles

Standards and/or product standards tables

Domain architecture best practices/guidelines

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[ ]
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YES – but need to conduct a hands-on evaluation prior to final decision

Please provide the following information.

Additional justification for hands-on research

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[ ]
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Revised scope of proposed research project

High level work plan (simple Gantt, etc.)

Initial resource requirements (staff, dollars, product, facility, etc.).

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[ The above information is to be provided at the bottom of the form in a section entitled:
Supplemental Materials for Hands-on Evaluation. ]
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NO – take no action at this time, consider in the future, *etc*.

Please select a reason and then provide a brief explanation for that choice.

High risk, immature – continue tracking

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[ ]
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Needs more "paper" evaluation

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[ ]
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Inconclusive results of comparative evaluation

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[ ]
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Inappropriate or negative evaluation

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[ ]
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Other (specify)

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[ ]
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Impact Assessment

Describe the impacts on the following areas should the recommended changes be implemented (use all that are appropriate).

Infrastructure (patterns, components, services)

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[ ]
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Impacts on other domain architectures

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[ ]
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Existing or proposed projects, RFPs, SOWs, transition planning, *etc*.

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[ ]
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Financial (might include TCO)

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Next Steps

Use this space to describe any next steps or following action that are needed.

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Additional Comments

Use this space for any additional comments.

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Supplemental Materials for Hands-on Evaluation

Description of the Research

Please describe the hands-on research to be conducted.

Note: staffing and other resources should be included in the work plan below.

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Time Estimates

Provide an estimated time to complete research (work hours, start/end dates)

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Basic work plan

The intent of this section is to provide the CIO and the AOC with enough information to reach a decision in support of the hands-on evaluation.

Provide a basic description of the work plan for conducting the research needed to support this change request; indicate major activities and milestones. A simple Gantt chart would be helpful.

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List the proposed assignments to subcommittee to conduct the hands-on research (indicate if same or new)

chair for subcommittee

domain team members

team members from other domains

agency staff

Describe what other resources will be needed, other than staffing? Indicate any costs.

Evaluation criteria to be used

Describe the evaluation criteria to be used.